

Terms of Reference

1. Project Titles: EU Border Assistance Mission to Moldova and Ukraine
2. Post Title: Driver
3. Duty Station: Chisinau (1 post), Basarabeasca (1 post) and Otaci (1 post)

Duties and responsibilities:

1. Drives the project's vehicle for timely and safe transportation of personnel related to the project and for delivery and collection of mail, documents, pouches, equipment and other items as required under the project;
2. Meets official personnel at the airport(s) and other entry points, facilitates immigration and customs formalities and provides city transfers as required;
3. Assumes responsibility for the day-to-day maintenance of the assigned vehicle, regularly checks oil, water, battery charge, brakes, tires, etc. in order to keep the vehicle operational at all times;
4. Performs minor vehicle repairs, plans and arranges for other repairs, replacements, services and maintenance procedures in a way most convenient for the project;
5. Ensures that the vehicle is kept clean;
6. Ensures vehicle security;
7. Interacts with the traffic police and/or other competent parties on all issues related to vehicle registration, unregistration, technical inspection, pass authorization, foreign travel formalities etc.;
8. Manages vehicle's insurance and related issues, assisted by the Administrative Assistant;
9. Forecasts and plans vehicle's fuel consumption and advises the Administrative Assistant on issues related to fuel procurement;
10. Maintains daily vehicle usage logs, reporting all official trips, daily mileage, gas consumption, oil changes, greasing, etc.;
11. Ensures that the steps required by applicable laws, rules and regulations are taken in case of involvement of the project vehicle in a traffic accident;
12. Provides full and accurate event and accident reports as required;
13. Manages customs clearance procedures and ensures proper delivery of Project related commodities;
14. Provides troubleshooting services for the project office premises, affiliate facilities and furniture;
15. Performs other duties as required by the project management.

• **Qualifications:**

- Secondary or high school education;
- Valid driver's license of category B;
- Excellent knowledge of applicable Traffic Rules of Moldova;
- Skills in minor and emergency vehicle repair;
- Five years of work experience as a driver;
- Safe driving record;
- Basic knowledge of office software (MS Word, MS Excel, MS Outlook/Express, MS Internet Explorer)
- Knowledge of spoken English.